



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
FOOTHILL TRANSIT EXECUTIVE BOARD
FOOTHILL TRANSIT ADMINISTRATIVE OFFICE
2ND FLOOR BOARD ROOM
100 SOUTH VINCENT AVENUE
WEST COVINA, CALIFORNIA 91790**

Friday, May 29, 2015

8:00 AM

CALL TO ORDER

1. Call to order. (15-2460)

The meeting was called to order by Chair Herrera at 8:01 a.m.

PLEDGE

2. Pledge of Allegiance. (15-2461)

The Pledge of Allegiance was led by Chair Herrera.

ROLL CALL

3. Roll call. (15-2462)

Roll call was taken by Ivonne Umana, Staff, Board of Supervisors Executive Office, Commission Services Division.

Present: Corey Calaycay, Michael De La Torre, Carol Herrera and Becky A. Shevlin

Excused: Peggy A. Delach

Alternates: Corey Warshaw

I. ADMINISTRATIVE MATTERS

4. Approval of the minutes for the Regular Meeting of the Executive Board of April 24, 2015. (15-2463)

On motion of Vice Chair Shevlin, seconded by Member De La Torre, the

minutes for the Regular Executive Board Meeting of April 24, 2015 were approved by the following vote:

Ayes: 4 - Member Michael De La Torre, Chair Carol Herrera,
Vice Chair Becky A. Shevlin and Corey Warshaw

Abstentions: 1 - Member Corey Calaycay

Excused: 1 - Member Peggy A. Delach

Attachments: [SUPPORTING DOCUMENT](#)

II. PRESENTATIONS

5. 5.1 Contractors' Employee Recognition (15-2464)

Jim Marshall, General Manager, First Transit, introduced and recognized the following Pomona location First Transit Operator of the Month:

- **Kenneth Smith, Operator of the Month (May 2015)**

Bill Jackson, General Manager, Transdev, introduced and recognized the following Arcadia location Transdev Operator and Employee of the Month:

- **Antonia Castaneda, Operator of the Month (May 2015)**
- **Andrew Ponce, Employee of the Month (May 2015)**

After discussion, by Common Consent, and there being no objection, the Board recognized the Operator and Employee of the month.

III. PUBLIC COMMENT

6. Public Comment. (15-2465)

David Garcia, member of the public, addressed the Foothill Transit Executive Board.

IV. CONSENT CALENDAR

7. FISCAL YEAR 2014-2015 FINANCIAL STATEMENTS AND INVESTMENT SUMMARY

Recommendation: Receive and file the Financial Statements and Investment Summary year-to-date report through April 30, 2015. The attached Financial Statements and Investment Report summarize Foothill Transit's unaudited operations and financial condition as of April 30, 2015 for the fiscal year

ending June 30, 2015. (15-2466)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

8. APRIL 2015 PERFORMANCE INDICATORS REPORT

Recommendation: Receive and file the April 2015 Performance Indicators Report. (15-2467)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

9. MAY 2015 LEGISLATIVE SUMMARY

Recommendation: Receive and file the May 2015 Legislative Summary. Adopt support positions on SB 16 and SB 767. (15-2468)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, the Board acknowledged their position in supporting SB 16 and SB 767, and received and filed the May Legislative Summary.

Attachments: [SUPPORTING DOCUMENT](#)

10. FISCAL YEAR 2014-2015 THIRD QUARTER BUDGET UPDATE

Recommendation: Receive and file the Third Quarter Budget Update for the fiscal year ending June 20, 2015. The attached Departmental Third Quarter Budget report summarizes Foothill Transit's expenditures through the third quarter and provides a forecast to complete the fiscal year. (15-1959)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

11. AMENDMENT TO DEPUTY EXECUTIVE DIRECTOR'S EMPLOYMENT CONTRACT

Recommendation: Authorize the Executive Director to execute the First Amendment to the Deputy Executive Director Employment Agreement. (15-2469)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

12. APTA VICE CHAIR ENDORSEMENT

Recommendation: Endorse Foothill Transit Executive Director Doran Barnes for the voluntary elected position of Vice Chair of the American Public Transportation Association (APTA). (15-2470)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

13. HOLIDAY SERVICE SCHEDULE FOR FISCAL YEAR 2015-2016

Recommendation: Approve the proposed FY 2015-2016 Holiday Service Schedule. (15-2471)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

14. EXERCISE OF OPTION - GENERAL MARKETING SERVICES

Recommendation: Authorize the Executive Director to exercise option year one of the Pulsar Advertising Contract (No. 12-038) in the amount of \$329,189 for general marketing services. (15-2472)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

15. EXERCISE OF OPTION - INTERIOR CARD PRINTING

Recommendation: Authorize the Executive Director to exercise option year one and two of the Interior Card Printing contract with Kandid Graphics (No. 14-046) in the amount of \$140,192. (15-2473)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

16. EXERCISE OF OPTION - SMARTBUS SYSTEM SUPPORT AND MAINTENANCE

Recommendation: Authorize the Executive Director to exercise the first of two one-year options in the amount of \$343.453 for Xerox Software Support and Maintenance of Foothill Transit's SmartBus System. (15-2474)

On motion of Member De La Torre, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSION ITEMS (REGULAR AGENDA)

17. MT. SAN ANTONIO COLLEGE TRANSIT CENTER MEMORANDUM OF UNDERSTANDING

Recommendation: Authorize the Executive Director to begin negotiations on the development of a Memorandum of Understanding (MOU) with Mt. San Antonio College (Mt. SAC) related to the development of a Transit Center and Transit Store on the Mt. SAC campus. (15-2475)

Sharlane Bailey, Director of Facilities, presented this item.

On motion of Member Calaycay, seconded by Member Warshaw, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

18. REQUEST FOR PROPOSALS (RFP) - ENVIRONMENTAL CONSULTANT- MT. SAC TRANSIT CENTER PROJECT

Recommendation: Authorize the Executive Director to Issue RFP No. 15-065 seeking proposals to provide environmental consulting services as necessary in connection with the development of a Transit Center to be located in the Mt. SAC campus. (15-2476)

Sharlane Bailey, Director of Facilities, presented this item.

On motion of Vice Chair Shevlin, seconded by Member De La Torre, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

19. CONTRACT AWARD - ENVIRONMENTAL CONSULTING AND PRELIMINARY ARCHITECTURAL AND ENGINEERING SERVICES FOR THE COVINA PARK & RIDE PROJECT

Recommendation: Authorize the Executive Director to negotiate final terms and conditions and award Contract No. 15-049 in the amount of \$297,414 with Madole & Associates, Inc. to provide environmental services and necessary preliminary architectural and engineering services for the Covina Park & Ride project. (15-2477)

Sharlane Bailey, Director of Facilities, presented this item.

On motion of Member Calaycay, seconded by Member Warshaw, with Member De LA Torre excused, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

20. UPDATE ON TIGER GRANT APPLICATION

Recommendation: Receive and file an update on Foothill Transit's "TIGER" grant application. (15-2478)

Rueben Cervantes, Project Accountant, presented this item.

In response to a question posed by the Board, Mr. Cervantes reported that all the letters of recommendation have been received with the exception of Cal Poly Pomona. The minimum request for the grant is \$10 million and the grant request of \$15 million can be scaled down to \$10 million by the awarding authority.

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

21. POTENTIAL RELOCATION FOR THE WEST COVINA TRANSIT STORE

Recommendation: Authorize the Executive Director to seek an alternative location for the West Covina Transit Store. (15-2479)

Vincent Saucedo, Construction Manager, presented this item.

In response to a question posed by the Board, Mr. Barnes reported that the project is in its beginning stages and there isn't any specific time frame of when the alternative location would be identified and all options are open. Staffing at the new location would be similar to the current staff in the West Covina Transit Store.

Board Members reminded staff to be conscious of the cost effectiveness

and the long term cost at the desired location.

On motion of Vice Chair Shevlin, seconded by Member Calaycay, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

22. APPOINTMENT OF FOOTHILL TRANSIT TREASURER

Recommendation: Adopt Resolution No. 2015-05 (Attachment A) designating the Director of Finance as the Foothill Transit Treasurer. (15-2480)

Kevin McDonald, Deputy Executive Director, presented this item.

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

23. OPERATION OF METRO LINE 270

Recommendation: Authorize the Executive Director to negotiate with LA Metro to transition operation of Line 270 in December of 2015. (15-2481)

Josh Landis, Planning Manager, presented this item.

In response to a question posed by the Board, Mr. Barnes informed that the lines 190, 194 and 270 are performing well; however, Metro is taking a comprehensive look at the services it provides. Metro's intent is to discontinue service where an alternative operative can provide the same type of service to the customers. Mr. Barnes also informed that Metro is running into a budget deficit. With the Gold Line Station opening, it provides other options for customers.

On motion of Member Calaycay, seconded by Vice Chair Shevlin, unanimously carried, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

VI. EXECUTIVE DIRECTOR COMMENT

24. Comments by Mr. Doran Barnes, Executive Director, Foothill Transit Executive Board. (15-2482)

Mr. Barnes reported on the following:

- **There is an initiative to take a comprehensive look at our fares and fare**

structure. A search will take place to hire a consultant to assist with this initiative.

- At the May 13, 2015 meeting, the Governing Board requested to have meetings throughout the year and staff is currently working on a format to meet the request of the Governing Board. The Foothill Transit Policy Guidelines do not address information for the requested meeting.
- Foothill Transit achieved nine of nine key performance indicators for the month of April 2015.
- A recommendation will be presented at the June meeting to replace the CAD/AVL system. CAD/AVL is a system which allows the tracking of the buses and assists with dispatch functions.
- The July 31, 2015 Foothill Transit Executive Board meeting has been cancelled.

VII. BOARD MEMBER COMMENT

25. Comments by Members of the Foothill Transit Executive Board. (15-2483)

Chair Herrera requested that a notification be sent to cluster members informing them that the individual cluster meetings are scheduled to take place in August 2015.

IX. ADJOURNMENT

26. Adjournment for the May 29, 2015 Foothill Transit Executive Board Meeting. (15-2484)

There being no further business, the Foothill Transit Executive Board meeting adjourned at 8:51 a.m.